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Work/Life NAVIGATOR

Issue No. 10



Do You Want to Be "Right" or Be Happy?

Work/Life

Many people go through their childhood and adult years believing that they will be happy and honored and respected and more "important," if they are always "right" about decisions, disputes, and other differences. This is completely false, and instead, leads to the creation of a false sense of pride, the need to control, insecurities, and generally hurts casual, professional and intimate relationships.

We can still have our own values, opinions, beliefs and preferences. As long as we remember that those opinions, beliefs, values and preferences come from internal thoughts of our own, and are not "universal truths," we can put things into the proper perspective.

It is when opinions and beliefs and preferences are taken so seriously that we set ourselves up to attracting

negative energy and words and actions into our lives, and our relationships. To say or imply to someone that "If you do not agree with my opinion, then you do not respect me or love me" is a typical example of setting things up for a bad outcome or response. If we cannot learn to be tolerant of other people's opinions and beliefs, then we are allowing our thoughts and ego to control our life.

Everyone sees things through different "eyes." Because of this, each person's sense of "reality" and what is right, wrong, good, bad and indifferent is a little different. Sometimes it is very different. Only when we can allow others to have their own reality and view of life and how they perceive events will we be free to love fully and without the constant creation of stress and fights over who is "right" and who is "wrong." If you are able to put a positive feeling for the people in your life above being "right," any

differences you have will resolve themselves or not cause problems. So the choice is always there for us: Do we want to be "right," or do we want to be "happy?" Trying to be right expends much energy and usually causes strife. As a coach, I recommend trying to respect all opinions and beliefs, and when necessary, to compromise, so that you can have a "win-win" situation when there is a conflict.

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Health

Your Aching Back

* 70-85% of all people in the US will have back pain at least once in their lifetime.

* 77% of back pain patients who file insurance claims are men.

* 20-45% of those who have had back pain once will have it again within the same year.

* Over 6 million people visit orthopedic surgeons a year for first time new back pain.

* About 650,000 hospital admissions for low back pain occurred in 1997.

* Almost 1/3 of all workers' compensation claims is for back pain.

* The rate of back "fusion surgery" (for disk related problems) is 40% higher in the US than in 13 other Western countries.

It is obvious there are a lot of aching backs around the world. So what can be done to help? How can you prevent yourself from getting serious back pain or if you have it, what can you do to help it without resorting to surgery (which can often cause its own set of problems due to scar tissue and other things)?

1. Learn and maintain good posture when standing, sitting and walking. This is basic physics, and if you need help with evaluating your posture and how to improve it, ask your doctor, a back specialist, or a physical therapist. Improper sitting, standing and walking can create a lifetime of back problems, in particular, lower back pain.

2. Keep your weight within normal ranges. Extra weight puts extra strain on your spine and the muscles, ligaments and tendons which all work together to support your body, and in particular, your back.

3. Exercise regularly to keep your back and stomach muscles in tone and strong. Weak stomach muscles in particular can account for back pain and injuries.

4. Make sure you sit in a good supportive seat in your office, at home and in your car.

5. Learn the correct way to lift heavy objects. If your work involves much

lifting, be sure and ask for or get a non-prescription back brace to wear when lifting. Do not become dependent on the brace however, as it can lead to you not using your back muscles at all, which will weaken them.

6. If you have serious back problems and pain, consult a back clinic or pain clinic and see what alternative treatments ("neuro injections" for pain related to scarring, exercise, therapeutic deep tissue massage, chiropractic treatments, etc.) are available. Always get at *least* two opinions before resorting to any surgery on your back. Educate yourself about the options.

6. Keep your mind in good shape. There have been scientific studies done which have shown that people who harbor anger and angry feelings have a much higher incidence of back pain.

These people hold in their feelings and therefore the people or events which they feel they need to "get off their back," as the saying goes, are constantly there! Holding in/onto your angry feelings can manifest itself in back problems and other problems as well.

An excellent book that deals with this issue is *Mind Over Back Pain* by John Sarno MD

Humor

Why Dogs Can't Use Computers

#10. He's distracted by cats chasing his mouse.



#9. SIT and STAY were hard enough; CUT and PASTE are out of the question.

#8. Saliva-coated floppy disks refuse to work.

#7 Three words: carpal paw syndrome.

#6. Involuntary tail wagging is a dead give-away that he's browsing www.purina.com instead of working.

#5. The fire hydrant icon is simply too frustrating.

#4. He can't help attacking the screen when he hears "You've Got Mail".

#3. It's too messy to "mark" every Web site he visits.

#2. The FETCH command isn't available on all platforms.

#1. He can't stick his head out of Windows 98.

Time Management

How important is it?

Finding enough time is not a problem - we all get the same 24 hours a day. Each new minute is waiting for us -- we do not have to find it; we just have to use it efficiently.

The trick lies in valuing that minute, and the next, and the next, enough to spend each one on something that is truly important to us, instead of on whatever happens to catch our interest at that moment.

If we have a list of our top five priorities placed in a prominent place, and commit that during certain times NOTHING other than those priorities will be allowed to steal even one precious minute, we will be surprised how much time we really have.

Tip of the Day

Improve the Taste of Ice Cubes

Do your ice cubes smell or taste bad? You can easily solve this problem by placing a box of baking soda in your freezer. The baking soda absorbs food odors. You can now purchase baking soda that has been packaged in boxes just for this purpose. Amazingly, a single box of baking soda (which costs less than one dollar) will remove food odors from ice cubes within a day or two.

Inspiration

"We do not have to improve ourselves; we just have to let go of what blocks our heart."

---*Jack Kornfield*

"Never look back unless you are planning to go that way."

--- *unknown*

"Attitude is the mind's paint brush. It can color any situation."

---*Alexander Lockhart*

"Experience is a hard teacher because she gives the test first, the lesson afterward."

--- *unknown*

Worth Knowing

If It's Worth Doing ...

... IT'S WORTH MAKING A DECISION TO DO IT NOW.

Not only is indecision stressful, it ties up the energies needed to move forward. The decision to begin releases all kinds of resources previously not evident.

Beginning now may simply mean commencing the planning stage, but it will mean a decision to embark on some meaningful course of action.

If It's Worth Doing ...

... IT'S WORTH DOING AT A HIGHER LEVEL.

To reach higher is the dream of every person. It is part of our higher nature. Man was not created to scratch in the dust of defeat, but to soar on eagle's wings to higher heights. Everything and everyone in life is waiting for you to reach up and achieve at the next level.

If It's Worth Doing ...

... IT'S WORTH DOING WITH A GOOD ATTITUDE.

Life is all about attitude. Your attitude affects your altitude. Attitude is a learned behavior. You can adopt any attitude you want. Negative attitudes toward others always flow out of a poor self-image. Try living by the good attitude rule: do unto others as you would want them to do to you. Be happy and you will be amazed at how well life treats you.

Resources You Can Use



Next time you feel like browsing through books, tapes and training catalogues or just enjoying your lunch, come to the Work/Life and Career Management Library area. Besides all the

resources, there is a small sitting area for relaxing and reading.

You might even want to borrow one of the following:

Make Your Own Living Trust by Attorney Denis Clifford
Includes all the forms and instructions you need.

Plan Your Estate by Attorneys Denis Clifford and Cora Jordan
This book covers everything from the basics about wills and living trusts to sophisticated tax-saving strategies.

Seeking Your Healthy Balance. A Do-It-Yourself Guide to Whole Person Well-being by Donald Tubesing and Nancy Loving Tubesing
This book gives you the answers to finding a healthy balance between all of your responsibilities and how to successfully juggle them and still stay healthy.

Food Facts

Wild Rice

Wild rice is not rice at all, but a grass seed native to North America. Now grown in paddies in California as well as Minnesota, it is available in most supermarkets. Nutty and rich in flavor, it has more protein and fewer calories than rice (70 calories per half cup cooked, versus 110 in white rice), plus some B vitamins. It yields double the volume of regular rice when cooked, which partly makes up for its high price.

Web Picks

<http://www.consumerlab.com>

Provides consumers and healthcare professionals with results of independent tests of products that affect health and well being.

Office Tip

Afternoon Slump

The middle of the afternoon is a time when many people experience the afternoon slump. If you slept poorly the night before or worked through lunch, it's no mystery why your energy evaporates. But sometimes energy flags for no obvious reason. Either way, you want to pull out of it quickly.

Here's what the experts suggest that you try when you find yourself doing a fast fade:

- **See the light.** "If your afternoon fatigue is worse in winter, and especially if it seems to be part of a general pattern of winter weariness, you may be troubled by seasonal affective disorder (SAD)", says Brenda Byrne, Ph.D., director of the SAD Clinic of the Jefferson Light Research Program at Jefferson Medical College of Thomas Jefferson University in Philadelphia. SAD is a mood disorder triggered by the reduced daylight of winter and is responsive to treatment with light. So for your afternoon slump, try natural light treatment by bundling up and taking a brisk midday walk. Especially if done regularly, this combination of light and exercise is likely to boost your energy and alertness.
- **Take an exercise break.** When you need to be revived after sitting and working at your desk for some time, get up and move around or go for a brief walk. Exercise is good for renewing energy and spirit.

- **Roll your shoulders.** First, inhale and push your shoulders forward as if you're collapsing your chest. Then, lift your shoulders up toward your ears. Next, squeeze your shoulder blades together as you begin to exhale. Finally, drop your shoulders and release the tension exhaling completely. Repeat once or twice.

- **Breathe deeply.** Deep, cleansing breaths are a good afternoon restorative. Take a very deep breath in through your nose, hold it for a few seconds, then breathe it out slowly and deliberately. Do this several times until you feel refreshed and renewed.

- **Sniff some essential oil.** Inhaling certain scents can give you an instant lift, says Jeanne Rose, President of the National Association for Holistic Aromatherapy and author of *The Aromatherapy Book*. "Put a drop or two on a hanky," she suggests. "Keep it close to you to quickly feel renewed." Look for essential oils at the Body Shop, health food stores and other stores that sell aromatic soaps and lotions.

- **Plan for peaks and valleys.** Be aware of your own personal body clock. Schedule easy activities or go for a wake-me-up walk when the body is at its natural downtime.

- **Eat a slump-busting snack.** "If you haven't eaten for the past three or four hours, your blood levels of glucose - the essential fuel for your brain - are probably dropping slightly," says Franca Alphin, R.D., nutrition director at Duke University Diet and Fitness Center. So eating healthfully - small quantities of nutrient-dense foods at regularly spaced intervals - can help restore your zip by providing your blood and brain with an infusion of fuel. Try a couple of tips from the experts:

- Graze don't gorge. "A big meal full of carbohydrates and fat can tire you

out," says Alphin. A large load of carbohydrates prompts a significant rise in blood sugar and this type of meal can require quite a bit of work on the part of your metabolism. Instead, eat small, low carbohydrate, low sugar, low fat meals four or five times a day.

- Try yogurt. The ideal snack strikes a balance between carbohydrates, protein and a little fat. This gives you a sense of fullness and well-being. An eight-ounce serving of low-fat yogurt with fruit is a good choice.

(Adapted from "*The Doctors Book of Home Remedies for Women*" by the Editors of *Prevention Magazine Health Books*.)

"Don't let the fear of the time it will take to accomplish something stand in the way of your doing it.

The time will pass anyway; we might just as well put that passing time to the best possible use."

--- Earl Nightingale



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